

MINUTES meeting of the Koraunui School Board of Trustees Meeting on 9 September 2020

Meeting opening

Karakia Timatanga

Meeting opened at 1908

Agenda

1. Administration
2. Correspondence
3. COVID19 response
4. Strategic decisions
5. Monitoring

1.1: Administration

1.1 Attendance

Present

Spencer Hiess, parent representative

Dave Lamont [DL], Principal

Gillian McPeake [GM], staff representative

Chris Miller [CM], parent representative

Craig Press [CP], parent representative

Apologies

Shane Doherty [SD], parent representative

Janie Tito [JT], parent representative

1.2 Declaration of interests

No new interests were declared.

1.3 Confirmation of previous meeting's minutes

The minutes of the Board's August 2020 meeting were approved with minor changes noted.

Moved: SH. Seconded: JM.

2.0 Correspondence received

2.1 Regular items of correspondence

The correspondence received was discussed including Ministry of Education COVID-19 updates and Ministry of Education School Leader updates.

2.2 Free and Healthy Lunches Programme

The recent Ministry of Education correspondence about the Free and Health Lunches Programme, including the procurement options, was discussed. It was agreed that Koraunui will participate as part of a local group of schools using a single provider, sourced with Ministry of Education assistance through the procurement process. DL will shortly attend a webinar and a further meeting of local principals on this issue.

Action point 2020-09-09 #1: DL to report back to the Board with further information on the progress of the preparation for the Taitā – Stokes Valley cluster's participation in the Free and Helath Lunches Programme.

3.0 COVID19 response

There was a brief discussion about ongoing reduction in Covid-19 measures in line with the return towards level 1.

3.0 Strategic decisions – *School Documents* review schedule

Follow ups from the Board's recent review of policies were discussed. Remaining points for clarification are:

- Physical Restraints Policy: need to confirm where the list of any non-teaching staff that are authorised is stored. The policy notes that all authorised non-teaching staff will be advised in writing by the board.
- Risk Management: need to confirm if the hazard register is on site and documentation from the most recent audit are readily available?
- Surrender and Retention Policy: clarify what documentation is required from non-teaching staff using this policy.
- Swimming Pool: ensure a first aid kit is on site, ensure emergency contact details are displayed and clarify the frequency for water tests

Action point 2020-09-09 #2: SH to report back on progress on these points to the next meeting.

4.1 September 2020 Principal's report

The Principal's report was read and discussed. The emerging uncertainty about whether all increases, as a result of the recent teacher aide settlement, will be fully funded was discussed at length. The Board expressed its concern about the lack of certainty so close to setting the 2021 budget.

The potential for the Etap system to be expanded to provide a parent portal for newsletters, contact details and notifications was discussed. The Principal will report back on the exploratory work on this issue.

Action point 2020-09-09 #3: CP to draft an entry for the school newsletter referring to the uncertainty about funding and the potential use of Etap.

Action point 2020-09-09 #4: DL to report back once the capability of the Etap system to provide these additional functions has been identified.

Motion: That the September 2020 Principal's Report is noted as read.

Proposed: SH. Seconded: CM

4.2 August 2020 Finance Report

The August 2020 Finance report was discussed. DL will meet with Education Services during the holidays to discuss a number of coding issues.

Koraunui Care Centre wages will be double-checked to identify the reason for the increase recorded. The costs of the recent door handle and locks project will be re-coded. DL will also double check current end-of-year calculations which will include the cost of holiday pay.

Motion: That the September 2020 Finance Report is noted as read.

Proposed: SH Seconded: CM.

4.3 September 2020 Property Report

The September 2020 property report was read. The amended Five Year Plan is near completion and will include repairs to roofs, removing asbestos and constructing a server room.

The Schools Investment Programme initiative will fund repairs to the pool, the pool shed and a new playground.

The proposed change in property management companies was further discussed and the Board formally agreed to DL to engage Rattrays for the three remaining current Five Year Plan projects.

Ashby Property Services is following up with Hutt City Council about a waiver of the increased water bill during the recent water leak.

Motion: That the Board agrees for the Principal to engage Rattray Property Services to complete the three remaining current Five Year Plan projects.

Proposed: CM Seconded: GM.

Motion: That the September 2020 Property Report is noted as read.

Proposed: CM Seconded: GM.

4.4 September 2020 Health and safety Report

The health and safety report was read.

Minutes of the meeting of the Koraunui School Board of Trustees on 9 September 2020

Motion: That the September 2020 health and safety report is noted as read and accepted.

Proposed: CM. Seconded: SH.

Closure of meeting

Karakia Whakamutiunga. Meeting closed at 20.30.

List of action points - current

Number	Who		Status [as at 13 October 2020]
2020-09-09#4	DL	<i>Report back once the capability of the Etap system to provide these additional functions has been identified.</i>	• Pending
2020-09-09#2	SH	<i>Report back on progress addressing remaining points of clarification from policy reviews</i>	• Pending
2020-09-09#1	DL	<i>Report back to the Board with further information on progress on the preparation for the Taitā-Stokes Valley cluster's participation in the Free and Healthy Lunches Programme</i>	• Pending
2020-06-11#1	DL	<i>Action point 2020-06-#1: DL to report back with a plan for refreshing the Charter including developing content about Developing Mathematical Inquiries Communities</i>	• Pending
2020-06-11#4	CP DL	<i>CP and DL to sign and post the 2019 financial statements</i>	• Pending
2020-05-20#6	DL	<i>Contact the Junos to request help with welding repairs to sports goal posts.</i>	• Pending

List of action points completed in the last three months

2020-09-09#3	CP	<i>Draft a note for the newsletter referring to the uncertainty of funding for teacher aides and the potential use of Etap.</i>	• Completed. 23 September 2020. Newsletter 9 Term 3
2020-08-19#1	DL	<i>Place call for comment and feedback on the Learning Support Policy in the school newsletter</i>	• Completed. Included in Term 3 newsletter numbers 5 and 6, dated 25 August 2020 and 1 September 2020
2020-08-19#2	GM	<i>Provide additional information about the DIMC approach to the Board</i>	• Completed. Information provided 20 August 2020
2020-07-01#1	CP DL	<i>Provide a copy of the write up of CP's and DL's interviews for the recent ERO COVID-19 response survey</i>	• Completed
2020-06-11#5	CP	<i>Provide summary of Principal's 2019-2020 appraisal</i>	• Completed
2020-06-11#3	DL	<i>DL to confirm if the \$17,000 difference between the Cyclical Maintenance Plan and the 10 Year Property Plan relates to quote prices.</i>	• Completed
2020-05-20 #4	DL	<i>Provide the Ministry of Education with information about the projects the Board wishes to have completed using School Investment Package funding</i>	• Completed
2020-05-20 #2	DL	<i>Contact Education Services seeking clarification about whether information for the teacher aide top funding and pandemic</i>	• Completed

		<i>response funding has been included in the May 2020 finance report</i>	
--	--	--	--

Signatures

These notes are an accurate record of the meeting.

 15th October 2020
Craig Press, Chair

Dave Lamont, Principal

